

**SECRET**

12 April 1965

MEMORANDUM FOR: Chief, Administrative Staff, DD/I

SUBJECT : Records Retirement

1. The following report is submitted in response to a memorandum from the Assistant Deputy Director (Intelligence) dated 12 March 1965:

	<u>December</u> <u>1964</u>	<u>March</u> <u>1965</u>	<u>Total</u>
Records Destroyed	1,634.1 cu. ft.	1,035.5 cu. ft.	2,669.6 cu. ft.
Records Retired	735 cu. ft.	554 cu. ft.	1,289.0 cu. ft.

ILLEGIB

Equipment Returned  
to Stock:

4 Drawer Legal  
Cabinet w/  
combination  
lock

20

64

84

5 Drawer Card  
Safes w/  
combination  
lock

17

-

17

2 Drawer Legal  
Cabinet w/  
combination  
lock

1

-

1

Telefunkens  
Dictating/  
Transcribing  
Machines

-

37

37

Dictaphone  
Dictating/  
Transcribing  
Machines

-

36

36

Miscellaneous

Equipment  
(Including  
Manual and Electric  
Typewriters, Flexo-  
writers, Tub Files,  
Projectors, etc.)

59 Items

185 Items

244

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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SUBJECT: Records Retirement

2. A special examination of the Office of Central Reference records holdings and a review of Record Control Schedules to reduce retention periods when possible is in process.

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Chief, Administrative Staff, OCR

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